

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
D.C. Office of Personnel**

**District Personnel Manual Issuance System**

This instruction should be filed behind the divider for Part III of DPM Chapter(s) 14
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**DPM Instruction No. 14 –10**

**SUBJECT:** Performance Evaluation Procedures Required for  
Employees Under the Performance Management  
Program (PMP) Who Have a Change in Status

**Date:** June 1, 2004

**1. Purpose**

The purpose of this instruction is to inform supervisors and reviewing officials who evaluate employees covered under the Performance Management Program (PMP), of the requirements for conducting annual performance evaluations for employees who have a change in status during the ninety (90) days prior to the end of the rating period (July 1 to September 30). A change in status includes, but is not limited to, promotions, demotions, reassignments, or separations.

**2. Authority**

Chapter 14 of the D.C. Personnel Regulations, Performance Management.

**3. Applicability**

At this time, the following employees are covered under the PMP:

- a. Non-unionized supervisory and managerial employees in the Career Service, including uniformed members of the Metropolitan Police Department at the ranks of Lieutenant, Captain, Inspector, Commander, and Assistant Chief;
- b. Employees in the Excepted Service appointed under the authority of D.C. Official Code § 1-609.03, and as Capital City Fellows under the authority of D.C. Official Code § 1-609.04(6);
- c. Employees in the Management Supervisory Service;
- d. Supervisory attorneys employed at the Office of the Corporation Counsel, non-supervisory attorneys who report directly to either the Corporation Counsel or the Principal Deputy Corporation Counsel, subordinate agency General Counsel, and other subordinate agency supervisory attorneys in the Legal Service; and
- e. All employees in the D.C. Office of Personnel (DCOP), except the Attorney Advisor for the agency.

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*Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.].*

**Inquiries:** DCOP, Performance Management Unit (202) 727-1742

**Distribution:** Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

**Retain Until Superseded**

#### **4. General Provisions**

- a. Except as otherwise provided in Chapter 14 of the regulations or this instruction, the performance rating period for employees covered under the PMP shall be from the beginning of each fiscal year to the end of the fiscal year (October 1 to September 30).
- b. In order for a covered employee to be eligible to receive an annual performance evaluation, his or her Performance Plan shall be in place for at least ninety (90) days prior to conducting the annual performance evaluation based on that Performance Plan.
- c. Pursuant to §§ 1405.3 and 1405.4 of the regulations, an employee who has been reassigned, promoted or demoted to a position with different duties and responsibilities within ninety (90) days of the end of the rating period shall receive an annual performance evaluation not later than thirty (30) days after commencing the duties of the new position. The performance evaluation shall be issued by the employee's supervisor for the position from which reassigned, promoted, or demoted as specified in those sections of the regulations.
- d. An employee who was reinstated or restored to duty during the ninety (90) days prior to the end of the rating period shall be rated at the end of the next rating period.
- e. An employee who transfers to an agency under the Mayor's personnel authority from another personnel authority or who is newly appointed during the ninety (90) days prior to the end of the rating period shall be rated at the end of the next rating period.
- f. An employee reinstated, restored, newly appointed, or transferred shall automatically be considered as having been assigned a rating of "Meets Expectations". Such rating will remain the official rating of record until such time as it is replaced by another official rating.

#### **5. Annual Performance Evaluations**

- a. An Annual Performance Evaluation shall be issued to each eligible employee during the first month of each rating period for the preceding rating period and shall be based on the employee's Performance Plan for that rating period.
- b. Except for an employee serving in a detail of more than ninety (90) days at the end of the rating period, each eligible employee shall be rated based on his or her position of record, by his or her immediate supervisor or, in the absence of that individual, a higher-level official designated by the agency head. As appropriate, consideration shall be given for any work performed outside the position of record.
- c. An employee serving on a detail of more than ninety (90) days at the end of the rating period shall be rated by the employee's immediate supervisor of the position to which detailed, with input from the supervisor of the employee's position of record.
- d. A supervisor leaving his or her position at any time within the last ninety (90) days of the rating period shall conduct an "advisory performance evaluation" for each subordinate employee prior to his or her departure.

- e. For the purposes of this instruction, the term “advisory performance evaluation” means an unofficial written evaluation that documents the employee’s performance during the period in which supervised. The advisory performance evaluation will be conducted by the new supervisor during the completion of the Annual Performance Evaluation.
- f. Except when the agency head is the rating official, a performance rating issued by a rating official shall be subject to the review and approval of a reviewing official, who shall be at a higher level than the rating official.
- g. Employees who have a change in status during the ninety (90) days prior to the end of the rating period who did not have a Performance Plan in place for at least ninety (90) days are still required to receive an “Exit Rating” within thirty (30) days of the change in status. The Exit Rating will be completed in accordance with the annual rating requirements for a regular rating, including the use of the annual rating form. Upon notification from the employing agency, the DCOP will consider Annual Evaluations conducted under these circumstances as unofficial advisory ratings.

**6. Effective Date**

This instruction is effective immediately.

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Interim Director of Personnel